



## State Procurement Office

14th Floor Capitol Tower, 600 E Boulevard Ave Dept 012, Bismarck  
ND 58505-0310

A Division of the Office of Management & Budget

Contract Information	
<b>Term Contract Name:</b>	Geological Survey Newsletter
<b>Term Contract Number:</b>	028
<b>Contract Period:</b>	05/01/2006 through 4/30/2007
<b>Contract Administrator:</b>	Dillys Bach
<b>Phone Number:</b>	701-400-4589
<b>Fax Number:</b>	701-328-1615
Contractor Information	
<b>Contractor Name:</b>	United Printing & Mailing 117 W Front Ave PO Box 936 Bismarck, ND 58504
<b>Service Representative:</b>	Dwight Haase
<b>Toll Free Telephone Number:</b>	800-437-8040
<b>Telephone Number:</b>	701-223-0505
<b>Fax Number:</b>	701-223-5571
<b>Email Address:</b>	<a href="mailto:dhaase@unitedprinting.com">dhaase@unitedprinting.com</a>
<b>Freight Charges and Delivery:</b> FOB Bismarck, ND, 10 working days after receipt of copy.	
<b>Ordering and Billing Information:</b> Orders will be issued by the agency and billings are to be submitted as indicated in the purchase orders. Since all billings, invoices and credits must be processed by individual agencies before payment is made, submission of these items to the State Procurement Office will only delay payment.	
<b>Purchasing Cards:</b> The procuring agency may place orders by issuance of a purchase order or may elect to place an order and make payment using a purchasing card. The contractor will accept a purchasing card without passing the processing fees for a purchase card back to the procuring agency.	
<b>General Terms and Conditions:</b>	
<b>Title:</b> Title to items ordered shall not pass to the state until the items are received and accepted by the state. The contractor shall be responsible for any loss prior to the actual receipt of the items by the state or its agent.	

**Pricing and Tax Information:**

**Pricing: Pricing, Firm-Fixed with Adjustment Provisions.** The total bid price is to include all discounts and deductions, and is to be less federal and state taxes, for which exemption certificates will be furnished upon request. Pricing shall be firm for the first twelve (12) months of the contract period, after which time the contractor may submit a request for a price increase to the Purchasing Officer. Requests for a price increase or decrease must include a copy of the manufacturer's official notice or other evidence that the increase or decrease is applicable to all customers. The State reserves the right to accept or reject, within 30 days, or cancel the contract. The price changes will become effective as set forth in a written amendment to the contract. All shipments are to be billed at prices in effect at the time of the order, not the date the shipment is made.

The total bid is to include all discounts and deductions, and it to be less federal and state taxes, for which exemption certificates will be furnished upon request. Pricing shall be firm for the period of the contract.

**Taxes:** The State does not pay sales tax or federal excise tax. The state sales tax exemption number is E-2001. The federal tax-free transaction number is 45-70-0010K. 4-03-04-03(11)

**Detailed Specifications:****NEWSLETTER:**

1. 28 pages per issue including self cover; newsletter will be printed two (2) times per year in the months of June and December, respectively.
2. Paper: (A) Text: 60# white coated matte or equivalent.  
(B) Cover, 2 color: 60# color coated matte or equivalent; color to be determined.
3. Black ink for print.
4. 11" x 17" saddlestitched to 8.5" x 11" page size.
5. Pre-press mock-up (blueline) of copy required.
6. Setup in Adobe PageMaker 7.0 (IBM) software format. Some software cannot convert all of the fonts available in PageMaker. Conversion to other desktop publishing software or to other platforms (Macintosh PowerPC, for example) must be stated clearly in the bid response. All costs associated with conversion from IBM to Mac format must be specified and included in bid response.
7. (A) Photos will be scanned and placed in PageMaker 7.0 using HP Scanjet 3C-ADF.  
(B) Slides will be scanned and placed in PageMaker 7.0 using Polaroid Sprint Scan 35 Plus.  
(C) Digital photos will be .jpg files.
8. Artwork must be returned before payment will be made. Note Section 9, Special terms and conditions.
9. State method used to produce the print job being bid.
10. Include a printed sample of similar type job and paper.
11. Must send press proof (s) to agency for approval.

**12. 10 working day turnaround must be guaranteed.**

**Pricing:**

PRICING FOR ONE ISSUE		
Number of pages	Quantity	Pricing Per Issue
1. 28 pages	2000 copies	\$1286.56
2. 28 pages	2100 copies	\$1320.56
3. 28 pages	1900 copies	\$1252.56
4. 32 pages	2000 copies	\$1461.26
5. 32 pages	2100 copies	\$1499.26
6. 32 pages	1900 copies	\$1423.26
7. 36 pages	2000 copies	\$1351.21
8. 36 pages	2100 copies	\$1387.21
9. 36 pages	1900 copies	\$1315.21
10. 40 pages	2000 copies	\$1501.16
11. 40 pages	2100 copies	\$1541.16
12. 40 pages	1900 copies	\$1461.16

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